



## Position Description

Position Title:	Finance Support Officer
Reports to:	Manager Corporate Services
Position Level:	Team Member

## Vision

Centennial Park is a place for the living; a vibrant community hub that strengthens enduring connections.

## Purpose

To create a sanctuary of connection and meaning.

## Guiding Principles

- Champion the importance of memorialisation
- Foster a culture of quality, kindness, respect and dignity
- Value individuality and personal choice
- Manage the Park for current and future generations

## Strategic Pillars

- Information, Transparency & Choice
- Our Natural Environment
- Connections and Collaboration
- A People-First Culture

## Corporate Services

Corporate Services is comprised of multiple teams and provides fundamental services to Centennial Park to ensure the organisation operates within best practice requirements.

## Position Description

### Position Summary

The Finance Support Officer is responsible for assisting with the maintenance of financial and accounting services to ensure that all activities are compliant with the Australian Accounting Standards, legislation and Centennial Park's policies and procedures.

### Position Purpose

The position reports to the Manager Corporate Services, works closely with the Finance Officer and Corporate Services Administrator and liaises with staff at all levels of the business to effectively maintain Centennial Park's financial obligations in relation to Accounts Payable and Accounts Receivable and other administrative duties.

### Key Working Relationships

Accountable to the Manager Corporate Services in providing quality, professional and proactive finance and administrative support to achieve the vision, and strategic plan.

Responsible to the business teams for developing a teamwork environment based on mutual trust and respect and engendering accountability through empowerment.

## Key Result Areas

### Financial

- Assist in the financial administration of the organisation, including the processing of accounts payable and accounts receivable and maintenance of financial files and associated systems.
- Implementing and monitoring the financial policies and procedures and ensuring compliance.
- Respond to the requests of auditors.
- Contribute to the end of month financial process to ensure reporting is accurate and timely.
- Maintain suppliers and debtors masterfiles to ensure the integrity of the information held.
- Prepare and reconcile all accounts payable transactions to ensure funds are accounted for and recorded appropriately.
- Prepare a weekly supplier payment run to ensure all suppliers are paid within terms.
- Contribute to the achievement of departmental goals.

### Compliance and Risk Management

- Monitor compliance with policies, procedures, delegations of authority and relevant legislation.
- Ensure financial internal controls are monitored and reviewed.
- Ensure financial transactions are processed in line with accounting standards.

### Operations, Systems and Processes

- In consultation with the Manager Corporate Services, develop and implement action plans, objectives and Key Performance Indicators (KPIs) that are aligned with the vision and strategic objectives.
- Participate and contribute in cross functional activities including projects.

- Develop and maintain relationships with key stakeholders, including business partners and corporate networks.
- Actively participates in continuous improvement initiatives, suggesting and implementing process enhancements to improve efficiency and client satisfaction.
- Maintain accurate and complete records in accordance with Centennial Park's Records Management Policy, other related policies, the State Records Act 1997 and other relevant legislation.
- Ensure all relevant policies and protocols are followed within the Customer Experience Department to ensure:
  - A safe work environment
  - Data accuracy and reliability
  - Confidentiality
  - Conformance with the Work Health and Safety Act 2012, Return To Work SA Performance Standards for Self Insurers and the Return to Work Act 2014 (SA).

## Culture

- Contribute to a culture of teamwork; encourage diversity in ideas, regular feedback, and cohesiveness. Engender an environment of trust and respect.

## Competencies

- Relationship building skills, with the ability to initiate and maintain effective relationships with both internal and external customers.
- Organised, self-motivated with strong attention to detail and the ability to manage multiple competing priorities within agreed timelines.
- Demonstrated skills in financial transaction processing.
- Demonstrated ability to identify innovative accounting processes to ensure best practice and continuous improvement.
- Demonstrated skills and behaviours in collaborating at various levels, in cross-functional teams and with a range of stakeholders, including assisting with projects.
- High level of literacy and numeracy skills, relevant to a finance environment, including data entry and the ability to use multiple computerised systems whilst maintaining high levels of accuracy and quality.
- Strong interpersonal and communication skills.
- Demonstrated skills and experience with Microsoft platforms and an understanding of finance systems.

## Key Performance Indicators

<b>Financial</b>	<ul style="list-style-type: none"> <li>• Functions are completed within Centennial Park’s specified timelines, are accurate and where relevant, compliant with legislation, policies, procedures and accounting standards.</li> <li>• Reports distributed on time.</li> <li>• Efficient, accurate and compliant accounts payable service.</li> <li>• Reconciliations up-to-date.</li> <li>• All discounts to be applied to Funeral Directors accurately.</li> </ul>
<b>Compliance and Risk Management</b>	<ul style="list-style-type: none"> <li>• Governance documents, policies and procedures are current and align with contemporary practice.</li> <li>• All records are captured in line with Centennial Park’s Information Management framework.</li> <li>• Compliance with relevant legislation and accounting standards are maintained.</li> </ul>
<b>Operations, Systems &amp; Processes</b>	<ul style="list-style-type: none"> <li>• Assist in the development of the Corporate Services strategic plan and implementation of corresponding action plan.</li> <li>• Demonstrated commitment to continuous improvement, measured by efficiency of operational systems.</li> <li>• Evidence of contributions to process improvements and innovative solutions.</li> <li>• Systems, files and records are accurately maintained.</li> <li>• Adherence to organisational policies.</li> </ul>
<b>Culture</b>	<ul style="list-style-type: none"> <li>• Proven behaviours as a role model through professionalism, leadership, courtesy, respect and ‘living’ the organisational values, along with fostering a workplace culture reflective of these values.</li> <li>• Demonstrated flexibility in the approach to working hours in the context of work priorities.</li> <li>• Day to day activities prioritised in the context of the strategic plan.</li> <li>• Recognises own areas for improvement, continuously seeks out new ideas and broadens own knowledge to improve personal and business effectiveness.</li> <li>• Professional courtesy demonstrated by ensuring timely attendance of meetings, responding promptly to emails and meeting deadlines.</li> </ul>

The above does not represent an exhaustive list of Key Performance Indicators. Additional Key Performance Indicators may be raised through the Performance Development and Opportunity Review Process.

The Employer may vary the Position Description from time to time in accordance with operational needs.

**Signed**

**Employee:**

**Date:**

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**Signed  
Manager:**

**Date:**

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